

**Join Together Northern Nevada (JTNN)
Request for Application (RFA)**

State Prevention Infrastructure (SPI) Funds



Application Specifications at a Glance

Funding Period:	July 1, 2016 – June 30, 2017 (Funding will be awarded for a one-year period with the opportunity for continuation in years 2 – 3)
Available Funds:	\$ 272,000 subject to available funding
Types of Services:	Substance Abuse Prevention
Service Area:	Washoe County
Eligibility:	Private not-for-profit organization, 501(c)(3) or local governmental entity
Mandatory Bidders Conference:	February 10, 2016 – 10:00 a.m. to 12:00 p.m.
Letter of Intent Due:	February 19, 2016
Application Deadline:	March 22, 2016 – 4:00 p.m.
Copy Requirements:	One original plus five (5) copies

JTNN will accept written applications from private not-for-profit organizations and governmental agencies to fund substance abuse prevention programming in Washoe County. State Prevention Infrastructure program funding is made available from the Nevada Division of Public and Behavioral Health, Substance Abuse Prevention and Treatment Agency.

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I. General Information

Background

The purpose of this funding is the implementation of evidence-based direct service substance abuse prevention programs, practices, and strategies at the community level (Attachment D). The Substance Abuse Prevention and Treatment Agency's (SAPTA) currently funded local substance abuse prevention coalitions will issue sub grants to local providers and agencies to implement prevention activities. All activities associated with this funding must be for the implementation of those activities that meet an identified need within the community and are prioritized in JTNN's Comprehensive Community Prevention Plan (CCPP). JTNN's most recent CCPP is available at <http://www.jtnn.org/community-resources/community-assessment/>.

Funding Sources

State Prevention Infrastructure (SPI): The purpose of this funding is the implementation of evidence-based direct service substance abuse prevention programs, practices, and strategies at the community level. All activities associated with this funding must be for the implementation of those activities that meet an identified need within the community and are prioritized in the coalition's Comprehensive Community Prevention Plan (CCPP).

JTNN Priorities for 2016 – 2019

JTNN supports prevention planning and strategy implementation throughout Washoe County. The following priorities are taken from JTNN's Comprehensive Community Prevention Plan:

Target Substances:

- Alcohol (underage drinking and binge drinking in youth and adults)
- Heroin
- Marijuana
- Methamphetamine
- Prescription Drugs
- Synthetic Drugs (e.g. Spice, Bath Salts)

Target Risk Factors:

- Early and persistent problem behaviors
- Adverse childhood experiences
- Academic failure
- Reinforcement of negative norms and expectations within peer group
- Parents who use drugs, involve youth in their use, or tolerate use by youth
- Alcohol and other drugs readily available

Target Populations:

- Youth up to age 24
- Parents and families

SAPTA priorities supported by JTNN

1. Support earlier access to prevention by targeting students in high-risk environments needing access to after-school activities/programming for youth empowerment.
2. Prevent the onset of childhood and underage drinking and other drug use, reduce the progression of substance abuse, including prescription drugs used illicitly and marijuana; prevent the relapse of substance abuse of those in recovery.
3. Create or implement strategies to reduce binge-drinking in youth under the age of 18 and young adults up to age 24.

Restrictions on Funding – The Following is Not Allowed

1. To purchase or improve land; purchase, construct or permanently improve (other than minor remodeling) any building or other facility; or purchase major medical equipment.
2. To satisfy any requirement for the expenditure of non-federal funds as a condition for the receipt of federal funds.
3. To provide financial assistance to any entity other than a public or nonprofit private entity.
4. To make payments to intended recipients of health services.
5. To provide individuals with hypodermic needles or syringes so that such individuals may use illegal drugs.
6. To provide funding for tobacco only prevention programs.

II. RFA Timeline

Application Released:	January 28, 2016
Mandatory Bidder's Conference (see specifics below):	February 10, 2016***
Letter of Intent Due:	February 19, 2016
Application Due:	March 22, 2016 – 4:00 p.m.
Application Technical Review:	March 24, 2016
Application Objective Review:	April 6, 2016
Grant Award Notification and Negotiations:	May 2-6, 2016
Project Period Begins:	July 1, 2016

*** A Bidder's Conference will be held from 10:00 a.m. – noon on Wednesday, February 10, 2016 at the Washoe County Complex, 1001 E. 9th Street, Central Conference Room, Building C. Any agency preparing to apply for funds must send at least one representative to attend in person.

III. Funding Limitations, Commitments, Eligibility, and Legal Requirements

Funding Limitations

This funding is available for a one-year period beginning July 1, 2016, with the opportunity for continuation in years two, and three. Total funds awarded to Washoe County subgrantees will not exceed \$272,000 subject to available funding. The subgrantees will be supported through the program implementation portion of the SPI to provide evidence-based substance abuse prevention programs, practices and strategies in Washoe County with JTNN acting as the funding agency.

Applications will be evaluated on a competitive basis to implement evidence-based prevention programs, practices and strategies. 100% of the funding must be spent on programs meeting the criteria outlined in Attachment D: Definition of Evidence-Based for Substance Abuse Prevention.

Funds may be used to support programs, practices, and strategies that will fill service gaps without duplicating existing services or activities at the community level. Funding awards will be determined through technical and objective review processes. All awards are contingent on the continued availability of funds. Non-competitive continuation funding will be available in 2017-2018 and 2018-2019 to programs in good standing. JTNN reserves the right to modify or reject any or all subgrantees. All subgrantees must conform to the conditions, guidelines and timelines in this RFA.

Applicant and Subgrantee Commitments

All applicants must:

- A. Submit a Letter of Intent (Attachment A).
- B. Implement evidence-based direct service substance abuse prevention programs, practices, and strategies at the community level using the criteria outlined in the “Definition of Evidence-Based for Substance Abuse Prevention” document updated in 2009 by the State of Nevada Mental Health and Developmental Services, Substance Abuse Prevention and Treatment Agency (Attachment D).

All subgrantees must demonstrate a commitment to:

- A. Meet all programmatic evaluation and data collection requirements as required by JTNN and SAPTA.
- B. Comply with JTNN Minimum Training Requirements.
- C. Meet all local, state and federal requirements, as outlined in Assurances (Attachment G).

Eligibility

All applicants must meet the following requirements:

- Must be designated a 501(c)(3) not-for-profit organization, local government entity, educational institution, or a federally recognized Native American Tribe or Tribal Organization. Use of fiscal agents is allowed; however, applicants must apply for individual non-profit status within six months of award. A copy of the organization's Internal Revenue Service letter documenting the 501(c)(3) status will be required prior to allocation of funds. Do not provide as attachment to this application.
- Must be located in Washoe County and conduct direct programming services to participants in Washoe County.
- **Must be certified by SAPTA to provide primary prevention services. If an applicant is not certified, they must submit an assurance that an application for certification has been filed with SAPTA (Attachment C).** Applicants are not required to pay the \$100 certification fee unless their application is approved. For information on certification requirements and applications, contact J'Amie Frederick at (775) 684-4190.

Legal Requirements

JTNN and SAPTA are in compliance and require all subgrantees to be in compliance with all local, state and federal laws and regulations. This compliance, which includes civil and human rights laws and regulations, insures that all programs and subgrantees are free from any discrimination. No individual will be excluded from participating in any program, service, or benefit based on his/her race, ethnicity, national origin, sexual preference, disability, age, gender, or religious preference. This funding may not be used to supplant current prevention program activities or support inherently religious activities. It may be used to expand or enhance current program activities.

IV. Application Writing Instructions

Please consider the following suggestions when preparing the application:

- Respond to all questions in the order provided.
- Ensure budget figures are mathematically correct and the justification is clear and descriptive.
- Do not use jargon specific to your agency or program.
- Do not assume the objective reviewer is familiar with your organization.
- Avoid acronyms or clearly describe them when used for the first time.
- Observe page limits and formatting.
- Use 12-point font size, single space, and a 1-inch margin.
- Link together sections of the application to create a broad picture of the program you wish to implement.
- Allow adequate time to secure required signatures.
- Provide one original with signature in blue ink and 5 copies of entire application.

V. Application Instructions

Applications must be typed and must contain all of the information requested below. The information should be organized in the order listed and each section of the application should begin on a new page. The first page of the application is to be the Application Summary (Attachment B). Incomplete applications will not be reviewed and will be returned for corrections and resubmitted to JTNN.

Applications will be returned for correction for the following reasons:

- Failure to supply one (1) original and five (5) copies.
- Failure to use 12-point font size, single space, and 1" margins.
- Failure to respond to all sections of the RFA.
- Submission of incomplete, inaccurate or false information.
- Submission of an application with excessive typographical errors, misspellings, or grammatical errors.
- Failure to number pages.
- Failure to observe page limitations.
- Failure to use forms provided.

Please note:

- Copies of all required forms for this RFA are included in the Attachment Section of this document.
- Attachments that are not requested in the RFA or sections that exceed page limitations will not be read or reviewed.
- Applications with handwritten forms will not be read or reviewed.

Any application received after the deadline will be returned unread and will not be considered for funding. All applications must be received by JTNN by the deadline. There are no exceptions.

Contact and submittal information:

Jennifer DeLett-Snyder, Executive Director
505 S. Arlington, Suite 110
Reno, NV 89509
(775) 324-7557
grants@jtnn.org

VI. Application Sections

A. Application Summary Form Page Limit — Attachment B Scoring – 5 Points

The Application Summary Form is included in the Attachments Section. The total JTNN request must equal the “Total Request” indicated on the Budget Request forms.

The Application Summary Form will be the first page of the application and will be the equivalent of a cover page. Do not submit a different cover page or cover letter.

B. Organization Overview Page Limit – 1 Scoring – 10 Points

Describe the organization’s experience specific to providing prevention programming using evidence-based practices. Demonstrate it has an organizational structure, resources, and management procedures capable of implementing the proposed program, practice or strategy.

C. Proposed Program Page limit – 3 plus Attachment E Scoring – 40 Points

1. Describe the evidence-based program to be implemented, including a website link for reviewers.
2. Describe the local/regional need for the program based on local data and/or information. Include how proposed program addresses JTNN and SAPTA priorities.
3. Provide a clear definition and description of the geographic area and target population to be served by the program. Specify numbers to be served, age of program recipients, ethnicity, special populations, etc. Include how the evidence-based program addresses cultural competency (race, ethnicity, socioeconomics, gender, sexual orientation, etc.).
4. Describe evaluation methods included with the evidence-based program and other evaluation methods employed by organization to measure program effectiveness.
5. Complete implementation timeline using below table only.

Task/Activity	Timeline										
	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May
Example: Purchase curriculum and train staff	X	X									
Collaboration with XXX agencies to recruit participants		X	X								
Conduct 6 sessions of program				X	X		X	X	X	X	
Evaluation, etc.											

6. Complete SAPTA required Scope of Work (Attachment E). Submit as attachment, not in body of application. Directions for completing Scope of Work are included in attachment.

D. Collaboration and Sustainability
Page limit – 1
Scoring – 15 Points

Describe organization's current involvement/relationship with JTNN or, if none exists, plans to engage in coalition efforts.

Describe collaboration with other community partners specific to the proposed programming, including whether other organizations are conducting this program and how duplication is being avoided.

Describe collaborative efforts to sustain program or leverage other resources.

E. Grievance and Conflict of Interest Policy
Page Limit – Attachment F
Scoring – 5 Points

Applicants are required to read and sign the Conflict of Interest Policy (Attachment F).

F. Assurances
Page Limit – Attachment G
Scoring – 5 Points

Applicants are required to read and sign the Assurances (Attachment G).

G. Budget Request and Justification Forms
Page Limit – Attachment H plus Table
Scoring – 20 Points

The applicant must complete the required budget forms for this specific project (Attachment H). Handwritten forms will not be accepted. If the applicant intends on utilizing other funding to support this effort, please indicate how in the justification section. For example, if rent is already paid by existing revenue, the rent should be shown reflecting the type of funding used to cover the cost. The total amount requested on the Budget Request and Justification Form must match the total amount requested on the Application Summary Form.

Additionally, provide information specific to other funding received directly related to proposed program in table below.

Budget Category	List Funding Source and Funding End Date		
	Source:	Source:	Source:
	End Date:	End Date:	End Date:
Personnel			
Consultants			
Travel			
Training			
Operating			
Other			
Totals			

VII. Summary of Required Contents, Maximum Scores, and Page Limitations

SECTION	ASSIGNED MAXIMUM POINTS	PAGE MAXIMUMS
A. Application Summary Form	5	Attachment B Use as cover page
B. Organization Overview	10	1
C. Proposed Program	40	3 plus Attachment E
D. Collaboration and Sustainability	15	1
E. Conflict of Interest Policy Statement	5	Attachment F
F. Assurances	5	Attachment G
G. Budget Request and Justification Form	20	Attachment H plus table
H. SAPTA Prevention Certification Application (if applicable)	0	Attachment C
TOTAL POINTS	100	

VIII. Forms and Attachments

ATTACHMENT A

LETTER OF INTENT TO SUBMIT APPLICATION



Washoe County State Prevention Infrastructure Funds

In order for JTNN to properly plan for the review of applications and the allocation of funds, it is necessary to have preliminary notification of your plans. Please submit this Letter of Intent by **February 19, 2016**. Scan or email to grants@jtnn.org or mail to 505 S. Arlington, Suite 110, Reno, NV 89509.

Name of Agency: _____

Contact Person: _____ Title: _____

Mailing Address: _____

City/State/Zip _____

Telephone: _____ Fax _____

E-Mail Address: _____

Proposed Program (if yet determined): _____

Will you be applying to multiple Coalitions for funding _____ Yes _____ No

If yes, provide name(s) of coalitions: _____

Signature/Title

Date

ATTACHMENT B

APPLICATION SUMMARY

Agency Name: _____

Agency Contact: _____

Address: _____

City, State, Zip: _____

Telephone: _____ Fax: _____

E-Mail: _____

Total Funding Requested: _____

Proposed Program(s) to be Funded: _____

Service Area of Program(s): _____

_____ Applicant is a 501(c)(3) or local government entity

_____ Applicant currently is a SAPTA Certified Prevention Provider
Current certification expires: _____

_____ Applicant is not currently certified, but has submitted an application for certification
to SAPTA

_____ Applicant is applying to multiple coalitions for funding – if checked provide name of
coalition(s), proposed program, and amount requested:

_____ Previously funded by JTNN

_____ New applicant

Director's Name: _____ Date: _____

Director's Signature: _____

Board Chair Name: _____ Date: _____

Board Chair Signature: _____

ATTACHMENT C

SUBSTANCE ABUSE PREVENTION AND TREATMENT AGENCY (SAPTA) PREVENTION CERTIFICATION APPLICATION

Agency Name: _____

Mailing Address: _____
Street/P.O. Box City Zip Code

Site Address: _____
Street/P.O. Box City Zip Code

Telephone Number: _____ Fax Number: _____

Email: _____

Program Director's Name: _____

Program Director's Signature: _____ Date: _____

Application approval by: _____

Program Operator or Authorized Representative's Name: _____

Signature: _____ **Date:** _____

These signatures verify the program and its operations are in compliance with all applicable state and federal laws including, if applicable: 42 CFR, Part 2, and HIPAA 45 CFR, Parts 160, 162 & 164.

Check appropriate box:

	Certification	Re-certification
Coalition		
Coalition Sub-recipient		
Administrative Program		
Non-Funded		

Nevada Administrative Codes 458 and the Nevada Revised Statutes 458 establish certification standards.

The non-refundable certification fee is \$100.00. Make checks payable to SAPTA and mail to address below.

SAPTA
Attention: J'Amie Frederick
4126 Technology Way, 2nd Floor
Carson City, NV 89706
Phone: 775-684-4190 Fax: 775-684-4185

Agency Use Only

Date Application Received: _____

Date Payment Received: _____

Date Check Cleared: _____

ATTACHMENT D

Nevada Division of Public and Behavioral Health Substance Abuse Prevention and Treatment Agency

Definition of Evidence-Based for Substance Abuse Prevention

Revised July 2009

(Please note: Washoe County Requirement Added at End of Document in 2015)

Introduction:

The Substance Abuse Prevention and Treatment Agency (SAPTA) is committed to the implementation of effective substance abuse prevention programs, strategies, policies, and practices by supporting community coalitions and their partners.

The purpose of this document is to provide program policy for one operational definition and structure for the implementation of Evidence Based Practices by prevention and other SAPTA funded program providers with oversight by community coalitions and/or SAPTA. In addition, this document will guide the prioritization and allocation of funding available through this agency. This program policy is to assist prevention providers certified by SAPTA to implement activities that meet one of the three following definitions for evidence-based prevention practices. Evidence-based practices in prevention are defined by the Substance Abuse and Mental Health Service Administration's (SAMHSA) Center for Substance Abuse Prevention (CSAP) in their Identifying and Selecting Evidence-Based Interventions Guidance Document (Revised January 2009). According to their definition, an Evidence-Based intervention is defined by inclusion in one or more of the three categories below:

- A. Included in Federal registries of evidence-based interventions; OR
- B. Reported (with positive effects on the primary targeted outcome) in peer-reviewed journals; OR
- C. Documented effectiveness supported by other sources of information and the consensus judgment of informed experts (as specified in the Guidelines that follow), all of which must be met:
 - Guideline 1: The intervention is based on a theory of change that is documented in a clear logic or conceptual model, AND
 - Guideline 2: The intervention is similar in content and structure to interventions that appear in registries and/or the peer-reviewed literature, AND
 - Guideline 3: The intervention is supported by documentation that it has been effectively implemented in the past, and multiple times, in a manner attentive to scientific standards of evidence and with results that show a consistent pattern of credible and positive effects, AND
 - Guideline 4: The intervention is reviewed and deemed appropriate by a panel of informed prevention experts that includes: well-qualified prevention

researchers who are experienced in evaluating prevention interventions similar to those under review, local prevention practitioners, and key community leaders as appropriate (e.g., officials from law enforcement and education sectors or elders within indigenous cultures).

Defining Evidence-based:

SAPTA, in implementing the evidence-based definition for substance abuse prevention, realizes that it is important to provide a structured definition that will guide SAPTA funded prevention providers when choosing their prevention activities. Below is a review and further explanation of the three definitions that will be used by SAPTA and its funded providers when choosing community based prevention programs, policies, strategies and practices to be implemented.

Three Definitions of Evidence-Based

A. Included in Federal registries of evidence-based interventions:

Any program, policy, strategy or practice that appears on a Federal registry of approved prevention interventions that uses terms such as “Model”, “Best Practice”, “Promising Practice”, “Evidence-based”, or “Principle of Effectiveness”, etc.

When a provider identifies a program, practice, policy, or strategy, the activity chosen must coincide with a prioritized substance abuse prevention need that has been identified by SAPTA or a SAPTA funded coalition. Programs that meet this definition may address, but are not limited to; risk and protective factors, intervening variables, causal factors, and/or strategies that have been identified by SAPTA or a SAPTA funded community Substance Abuse Prevention Coalition (Coalition). SAPTA recognizes and endorses the use of CSAP’s recognized six prevention strategies (Information Dissemination, Prevention Education, Alternative Activities, Problem Identification and Referral, Community-based Process, or Environmental) and the Institute of Medicine’s Continuum of Care, and the Strategic Prevention Framework as part of the foundation of evidence-based substance abuse prevention planning and implementation.

These prevention activities may be chosen from a variety of federal registries of approved programs and practices that make up the current standards recognized in substance abuse prevention nationally. These include but are not limited to: Substance Abuse and Mental Health Services Administration (SAMHSA), National Registry of Effective Prevention Programs (NREPP), Center for Disease Control and Prevention (CDC), Office of Juvenile Justice Delinquency Prevention (OJJDP), US Department of Education, CSAP’s Centers for the Application of Prevention Technologies, and the Office of National Drug Control Policy.

B. Reported (with positive effects on the primary targeted outcome) in peer-reviewed journals: Providers wishing to use a program or intervention not on a Federal registry, may choose, as an option, a prevention program, policy, practice, or strategy that has been published in a peer reviewed journal and shown to have positive results in substance abuse prevention or a related field. Other related fields include but are not limited to education, tobacco prevention, public health, HIV/AIDS, mental health, developmental assets, resiliency, etc.

C. Documented effectiveness supported by other sources of information and the consensus judgment of informed experts (as specified in the Guidelines that follow):

If a proposed activity does not meet either of the above definitions, documented effectiveness of the proposed intervention desired may be considered on a case-by-case basis. In the event that documented effectiveness will be used, the proposed prevention activity must meet each of the guideline definitions below in order to be considered.

Guideline 1: The intervention is based on a theory of change that is documented in a clear logic or conceptual model, AND

Guideline 2: The intervention is similar in content and structure to interventions that appear in registries and/or the peer-reviewed literature, AND

Guideline 3: The intervention is supported by documentation that it has been effectively implemented in the past, and multiple times, in a manner attentive to scientific standards of evidence and with results that show a consistent pattern of credible and positive effects, AND

Guideline 4: The intervention is reviewed and deemed appropriate by a panel of informed prevention experts that includes: well-qualified prevention researchers who are experienced in evaluating prevention interventions similar to those under review, local prevention practitioners, and key community leaders as appropriate (e.g., officials from law enforcement and education sectors or elders within indigenous cultures).

SAPTA recognizes that in order for all providers in Nevada to meet these standards they may require technical assistance, resource development, and training. SAPTA will support the efforts of the community coalitions to work with providers so that they can meet the requirements of evidence-based prevention in the selection, development, and implementation of substance abuse prevention activities in Nevada. The SAPTA funded coalitions will be responsible for maintaining documentation regarding and related to the selection criteria and the utilization of the criteria and providing this documentation to SAPTA.

Additional Requirement for Washoe County Funding

If an organization selects a practice or program appearing in SAMHSA's National Registry of Evidence-based Programs and Practices, JTNN will only consider those with an overall rating of 3.0 or greater.

How to find a practice/program rating on the NREPP site:

- Visit <http://www.nrepp.samhsa.gov/Index.aspx>
- Enter a keyword or phrase in the search bar that reads "Find an Intervention"
- Select an "Intervention Title" (example: Across Ages)
- Scroll down and click on the "Readiness for Dissemination" blue bar
- Scroll down to read the "Readiness for Dissemination Ratings by Criteria"

- There will be four columns scoring implementation materials, training and support resources, and quality assurance procedures. The final column at the right provides the overall rating. Again, this number must be 3.0 or greater.

If an organization selects a model program from the Office of Juvenile Justice and Delinquency Prevention (OJJDP), JTNN will only consider those with a rating of “effective” or “promising.”

How to find a model program on the OJJDP site:

- Visit <http://www.ojjdp.gov/mpg/Program>
- A tab appears across the top of the program list with links to “effective,” “promising,” and “no effects” programs.

ATTACHMENT E

PREVENTION SERVICES PROJECTED SCOPE OF WORK for DIRECT SERVICE PROVIDERS

Use one sheet per program, practice, or strategy

Organization/Agency Name:								
Funding Period:	July 1, 2016 – June 30, 2017							
Total <i>unduplicated</i> number of participants to be served:								
Program, Practice or Strategy (List only one per sheet)	Location / County (List only one per sheet)	Number of Sessions	Number of Sessions per Week	Hours per Session	Times Offered per Year	Estimated Start Dates of Program Iteration	Total Number of Participants	Age Group(s)

Use the NHIPPS codes as listed on the instruction sheet.

Continue using above information	<u>Service Code</u> (Single / Recurring)	<u>Program Category</u> (Evidence-based / Non Evidence-based)	<u>Service Population</u> (Target Population) (Up to 5)	<u>Populations</u> Universal Direct, Universal Indirect, Selective, Indicated	<u>Service Type</u> (CSAP Strategy) (Up to 5)	<u>Risk Factors</u> (Up to 5)	<u>Protective Factors</u> (Up to 5)	<u>Intervening Variables</u> (Up to 5)

**Use additional sheets as necessary*

**PREVENTION SERVICES
PROJECTED SCOPE OF WORK**

-Continued-

Use one sheet per program, practice, or strategy

Program, Practice, or Strategy (List only one per sheet)			Location / County (List only one per sheet)		
Gender		Race		Age Groups	
Male		American Indian/Alaska Native		0 - 4	
Female		Asian		5 - 11	
Total		Black/African American		12 - 14	
		Native Hawaiian/Other Pacific Islander		15 - 17	
		White		18 - 20	
		More than One Race		21 - 24	
		Unknown/Others		25 - 44	
		Ethnicity		45 - 64	
		Total		65 +	
		Hispanic or Latino		Total	
		Not Hispanic or Latino			
		Total			

SCOPE OF WORK FIELDS

Service Code

Single

Recurring

Program Category

Evidence Based

Non-Evidence Based

Service Population (TARGET POPULATION)

SP01 Business & Industry

SP02 Civic Groups/Coalitions

SP03 College Students

SP04 COSAS-Children of Substance Abusers

SP05 Delinquent/Violent Youth

SP06 Economically Disadvantaged Youth/Adults

SP07 Older Adults

SP08 Government Elected Officials

SP09 Elementary School Students

SP10 General Populations

SP11 Health Professionals

SP12 High School Students

SP13 homeless/Runaway Youth

SP14 Middle/Jr. High School Students

SP15 Parents/Families

SP16 People Using Substances

SP17 People with Disabilities

SP18 People with Mental Health Problems

SP19 Physically/Emotionally Abused People

SP20 Pregnant Females/Women of Childbearing Age

SP21 Preschool Students

SP22 Prevention/Treatment Professionals

SP23 Religious Groups

SP24 School Dropouts
SP25 Teachers/Administrators/Counselors
SP26 Youth/Minors
SP27 Law Enforcement/Military
SP28 Gay/Lesbians
SP98 Other
SP99 Not Applicable

Populations

Universal Direct
Universal Indirect
Selective
Indicated

Service Type (CSAP STRATEGY)

Information Dissemination-STN

STN01 Clearinghouse/Information Resource Center
STN02 Health Fair
STN03 Health Promotion
STN04 Original A/V Material Developed
STN05 Original Written (Print/web/pdf) Material Developed
STN06 Original Curricula Developed
STN07 Original Periodicals Developed (either electronic or print)
STN08 Original PSA's Developed
STN10 A/V Material Disseminated
STN11 Print/Web/pdf/electronic Materials Disseminated
STN12 Curricula Disseminated
STN13 Periodicals Disseminated (either electronic or print)
STN14 PSA's Disseminated
STN15 Resource Directories Disseminated (electronic or print)
STN16 Media Campaigns Distributed
STN17 Speaking Engagement
STN18 Telephone/Email Information Services
STN19 Data Collection

STN20 Info Referral via telephone (Help line)

STN21 Staff Development

Education-STE

STE01 COSA Groups

STE02 Classroom Education Services

STE03 Educational Services for Youth Groups

STE04 Parenting/Family Management Services

STE05 Peer Leader/Helper Programs

STE06 Small Group Sessions

Environmental-STV

STV01 Environmental Consultation to Communities

STV01 Preventing underage Sale of Tobacco and Tobacco Products

STV03 Preventing Underage Alcohol Beverage Sales

STV04 Establishing ATOD-Free Policies

STV06 Public Policy Efforts

Alternatives-STA

STA01 ATOD-Free Social/Recreational Events Attendees

STA03 Community Drop-in centers

STA04 Community Drop-in Center Activities

STA06 Community Services

STA07 Youth/Adult Leadership Function

STA08 Youth/Adult Mentoring

STA09 Academic Enrichment

Problem ID and Referral-STP

STP01 Employee Assistance Program Attendees

STP02 Employee Assistance Program Participants

STP03 Student Assistance Program Attendees

STP04 Student Assistance Program Participants

STP05 DII/SWI/MIP Program Attendees/ Participants

STP06 Prevention Assessment and Referral Attendees

Community Based process-STC

- STC01 Accessing Services and Funding
- STC02 Assessing Community Needs
- STC03 Community/Volunteer Services
- STC04 Formal Community Teams-Formed
- STC05 Community Team Activities/ Meetings
- STC06 Training Services
- STC08 Technical Assistance Services
- STC09 Data Collection
- STC10 Systematic Planning Services
- STC11 Focus Groups
- STC12 Site Visit

Risk Factors (ASSOCIATED RISK FACTORS)**Community Domain**

- COM01 Availability of Drugs
- COM02 Availability of Fire Arms
- COM03 Community Laws and Norms Favorable Toward Drug Use, Firearms, and Crime
- COM04 Media Portrayals of Violence
- COM05 Transitions and Mobility
- COM06 Low Neighborhood Attachment & Community Disorganization
- COM07 Extreme Economic Deprivation

Family Domain

- FAM01 Family History of Problem Behavior
- FAM02 Family Management Problems
- FAM03 Family Conflict
- FAM04 Favorable Parental attitudes & Involvement in the Problem Behavior

School Domain

- SCH01 Academic Failure Beginning in Late Elementary School
- SCH02 Lack of Commitment to School

Individual/Peer Domain

- IND01 Early and Persistent Antisocial Behavior
- IND02 Rebelliousness
- IND03 Friends Who Engage in the Problem Behavior
- IND04 Gang Involvement
- IND05 Favorable Attitudes toward the Problem Behavior
- IND06 Early Initiation of the Problem Behavior
- IND07 Constitutional Factors

Protective Factors (TARGETED PROTECTIVE FACTORS)

- TPR01 Strong Bonds with Family
- TPR02 Experiencing/ parental monitoring with clear rules of conduct with the family unit and involved parents in lives of their children
- TPR03 Success in school performance
- TPR04 Strong bonds with pro-social institutions such as the family, school, and religious organizations
- TPR05 Adoption of conventional norms about drug use
- TPR06 Skill building
- TPR07 Problem solving
- TPR08 Support
- TPR09 Empowerment
- TPR10 Boundaries and Expectations
- TPR11 Constructive Use of Time
- TPR12 Commitment to Learning
- TPR13 Positive Values
- TPR14 Social Competencies
- TPR15 Positive Identity

Intervening Variables**Availability**

- IVA01 Economic Availability (Pricing)
- IVA02 Retail Availability
- IVA03 Social Availability

Promotion

- IVP01 Promotional Efforts

IVP02 Advertising

Norms

IVN01 Community Norms

IVN02 Social Norms

Enforcement

IVE01 Enforcement of Laws, Regulations, Administrative Restrictions

Individual-Level Factors

IVI01 Biological Factors

IVI02 Social Control

IVI03 Social Learning

IVI04 General Strain

IVI05 Perception of Risk

ATTACHMENT F - GRIEVANCE AND CONFLICT OF INTEREST

GRIEVANCE POLICY

Join Together Northern Nevada (JTNN) is committed to providing sub-recipient agencies with an environment free of discrimination and unlawful harassment.

A grievance is a complaint raised as a result of an alleged act, omission or occurrence, which a sub-recipient feels constitutes an injustice and can be established on factual information including, but not limited to, the date, time, place and names of other persons involved in the act, omission or occurrence. It may relate to any condition arising out of the coalition/sub-recipient relationship including, but not limited to the interpretation of the grant, any law, regulation or disagreement.

A sub-recipient with a grievance should first submit a written document to the JTNN Executive Director which describes the grievance and the reason for it. The Executive Director shall respond in writing to the grievance within 10 working days of receiving it from the sub-recipient. The Executive Director's response may require an investigation of the facts of the situation. Except in cases in which the grievance names the Executive Director, the Executive Director shall be empowered by the Board of Directors to perform a thorough and complete investigation pertaining to the issues brought forward in the grievance. A copy of the Executive Director's response to the grievance shall be sent to the Executive Committee of the Board of Directors. If a sub-recipient has a grievance with the Executive Director, the sub-recipient may submit his/her initial written grievance to the Executive Committee.

If the sub-recipient believes the problem is still unresolved, he/she may submit a written grievance to the Executive Committee. The Executive Committee shall respond in writing to the grievance within 15 working days of receiving it from the employee. If the aggrieved sub-recipient is not satisfied with the Executive Committee's response, he/she may submit the grievance in writing to the Chair of the Board of Directors. The full Board of Directors shall interview the aggrieved sub-recipient at its next regularly scheduled meeting and respond in writing to the grievance within 15 working days of that interview.

Regardless of the outcome of a grievance, no threats, reprisals, or other action shall be taken by the JTNN Board of Directors or management as a result of a grievance filed by a sub-recipient.

ATTACHMENT F - GRIEVANCE AND CONFLICT OF INTEREST

CONFLICT OF INTEREST POLICY

A conflict of interest exists when a staff member, volunteer, contractor, or board member has a personal or immediate financial interest, either directly or indirectly, in a contract, business transaction, sub-grant or other matter that is under consideration by the Board of Directors or any other decision making body of Join Together Northern Nevada (JTNN).

Staff, volunteers, contractors, and board members shall avoid any conflict between their own individual interests and the interests of JTNN in any and all actions taken by them on behalf of JTNN.

In the event of a real or potential conflict of interest, the person involved shall promptly disclose to the Executive Director all relevant facts and circumstances relating to said interest or relationship.

In regards to any pass-through grant opportunities, staff members, volunteers, or board members who either directly or indirectly (through affiliation with outside entities) wish to apply to any sub-grant competition must adopt an “arms-length” policy in that competition.

The above mentioned individuals *shall not*:

- Gain any confidential knowledge or privy information relevant to the competition that is otherwise not available to other applicants.
- Gain any confidential knowledge or privy information about competitors’ applications.
- Lobby for their application.
- Be present during discussions that may influence the decision-making process, guidance or outcome of the competition.
- Be present during any part of the selection process or discussions about the selection process that may influence the outcome of the competition such as review of applications, ranking of applications, recommendations for funding, and final funding decisions.

If you believe that you have a conflict of interest, please respond below:

1. I, and/or a family member or person with whom I have a close personal relationship, serves as an Executive Board member, or in another similar capacity, with JTNN. These representatives are:

2. I am not sure whether I have an official conflict of interest, but I believe the following information may be important:

I understand and agree to adhere to the statements above regarding conflict of interest. I understand that disclosing this information will not affect my agency's ability to secure funding from JTNN.

Applicant Agency Signature/Title

Date

ATTACHMENT G

ASSURANCES

As a condition of receiving subgranted funds from Join Together Northern Nevada (JTNN), the Subgrantee agrees to the following conditions:

1. Subgrantee agrees grant funds may not be used for other than the awarded purpose. In the event Subgrantee expenditures do not comply with this condition, that portion not in compliance will not be reimbursed to the subgrantee or must be refunded to the Coalition.
2. Subgrantee acknowledges the continuation of this subgrant is subject to and contingent upon sufficient funds being appropriated, budgeted, and otherwise made available by the State Legislature and/or federal sources.
3. Subgrantee agrees to submit reimbursement requests only for expenditures approved in the spending plan. Any additional expenditure(s) beyond what is allowable based on approved categorical budget amounts, without prior written approval by the Coalition, may result in denial of reimbursement.
4. Approval of subgrant budget by the Coalition constitutes prior approval for the expenditure of funds for specified purposes included in this budget. Requests to revise the approved subgrant must be made in writing using the appropriate forms and provide sufficient narrative detail to determine justification. Expenses that are incurred without prior Coalition approval may not be reimbursed. The Coalition has the authority to require an amendment for any change, but will generally follow these parameters in the process of determining whether an amendment is needed:
 - a. Any overall increases or decreases to the award will require an amendment
 - b. All increases to the Personnel category will require an amendment
 - c. Any changes to the Scope of Work will require an amendment
 - d. As long as there are no changes to the Scope of Work, increases to Personnel, or overall changes to the subgrant amount, minor categorical changes (including shifting funds to previously unfunded categories) can be accomplished as a simple change request
 - e. Numerous changes to the budget over the course of the budget period and the nature of the changes could result in the Coalition requiring an amendment
5. Any changes to the approved subgrant that will result in an amendment must be received 90 days prior to the end of the subgrant period (no later than March 30th) and completed 60 days prior to the end of the subgrant period (no later than April 30th). Amendment requests received after the 90-day deadline will be denied.
6. Recipients of subgrants are required to maintain subgrant accounting records, identifiable by subgrant number. Such records shall be maintained in accordance with the following:
 - a. Records may be destroyed by the subgrantee five (5) calendar years after the final financial and narrative reports have been submitted to the Coalition.

- b. In all cases, an overriding requirement exists to retain records until notified in writing of resolution of any audit questions relating to individual subgrants.

Subgrant accounting records are considered to be all records relating to the expenditure and reimbursement of funds awarded under this Subgrant Award. Records required for retention includes all accounting records and related original and supporting documents that substantiate costs charged to the subgrant activity.

7. Subgrantee agrees to disclose any existing or potential conflicts of interest, as outlined in the Coalition Conflict of Interest Policy Statement, relative to the performance of services resulting from this subgrant award. The Coalition reserves the right to disqualify any grantee on the grounds of actual or apparent conflict of interest. Any attempt to intentionally or unintentionally conceal or obfuscate a conflict of interest will automatically result in the disqualification of funding.
8. Subgrantee agrees to comply with the requirements of the Civil Rights Act of 1964, as amended, and the Rehabilitation Act of 1973, P.L. 93-112, as amended, and any relevant program-specific regulations, and shall not discriminate against any employee or offeror for employment because of race, national origin, creed, color, gender, religion, age, sexual preference, disability or handicap condition (including AIDS and AIDS-related conditions).
9. Subgrantee agrees to comply with the Americans with Disabilities Act of 1990 (P.L. 101-136), 42 U.S.C. 12101, as amended, and regulations adopted thereunder contained in 28 CFR 26.101-36.999 inclusive, and any relevant program-specific regulations.
10. Subgrantee agrees to comply with the requirements of the Health Insurance Portability and Accountability Act of 1996, 45 C.F.R. 160, 162 and 164, as amended. If the subgrant award includes functions or activities that involve the use or disclosure of Protected Health Information, the Subgrantee agrees to enter into a Business Associate Agreement with the Coalition, as required by 45 C.F.R 164.504 (e).
11. Subgrantee certifies, by signing this subgrant, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency. This certification is made pursuant to regulations implementing Executive Order 12549, Debarment and Suspension, 28 C.F.R. pt. 67 § 67.510, as published as pt. VII of May 26, 1988, Federal Register (pp.19150-19211). This provision shall be required of every subgrantee receiving any payment in whole or in part from federal funds.
12. Subgrantee agrees, whether expressly prohibited by federal, state, or local law, or otherwise, that no funding associated with this subgrant will be used for any purpose associated with or related to lobbying or influencing or attempting to lobby or influence for any purpose the following:
 - a. any federal, state, county or local agency, legislature, commission, counsel, or board;
 - b. any federal, state, county or local legislator, commission member, council member, board member, or other elected official; or

- c. any officer or employee of any federal, state, county or local agency, legislature, commission, council, or board.
 - d. failure to comply will result in disqualification of future funding and/or termination of current funding.
13. Coalition subgrants are subject to inspection and audit by representatives of the Division of Public and Behavioral Health – Substance Abuse Prevention and Treatment Agency, Nevada Department of Health and Human Services, the State Department of Administration, the Audit Division of the Legislative Counsel Bureau or other appropriate state or federal agencies to:
- a. verify financial transactions and determine whether funds were used in accordance with applicable laws, regulations and procedures;
 - b. ascertain whether policies, plans and procedures are being followed;
 - c. provide management with objective and systematic appraisals of financial and administrative controls, including information as to whether operations are carried out effectively, efficiently and economically;
 - d. determine reliability of financial aspects of the conduct of the project; and
 - e. chapter 218 of the NRS states that the Legislative Auditor, as directed by the Legislative Commission pursuant to appropriation of public money during any fiscal year. The subgrantee agrees to make available to the Legislative Auditor of the State of Nevada all books, accounts, claims reports, vouchers or other records of information that the Legislative Auditor determines to be necessary to conduct an audit pursuant to NRS 218.
14. Any audit of subgrantee's expenditures will be performed in accordance with Generally Accepted Government Auditing Standards to determine there is proper accounting for and use of subgrant funds. It is the policy of the Coalition as well as a federal requirement as specified in the Office of Management and Budget (OMB) Circular A-133 final guidance published in the Federal Register titled "Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards" on December 26, 2013 that each grantee annually expending \$750,000 or more in federal funds have an annual audit prepared by an independent auditor in accordance with the terms and requirements of the appropriate circular. A copy of the final signed audit report must be sent to the Coalition, within nine (9) months of the close of the Subgrantee's fiscal year. Failure to comply may result in consequences such as the withholding of reimbursement requests, disqualification of future funding and/or termination of current funding.

The Coalition's Policy requires that for subgrantees not required to have an audit under OMB A-133, a Limited Scope Audit on Agreed Upon Procedures must be conducted for that year by an independent, licensed Certified Public Accountant, using American Institute of Certified Public Accountants (AICPA) generally accepted auditing standards (GAAS) or attestation standards. A copy of the limited scope report must be sent to the Coalition, within nine (9) months of the close of the Subgrantee's fiscal year. Failure to comply may result in consequences such as the withholding of reimbursement requests, disqualification of future funding, and/or termination of current funding.

15. Subgrantee shall provide the Coalition with renewal or replacement evidence of insurance no less than thirty (30) days before the expiration or replacement of the required insurance. Subgrantee will provide proof of worker's compensation insurance as required by Nevada Revised Statutes Chapters 616A through 616D inclusive. Commercial general liability insurance shall be on an occurrence basis and shall be at least as broad as ISO 1996 form CG 00 01 (or a substitute form providing equivalent coverage); and shall cover liability arising from premises, operations, independent contractors, completed operations, personal injury, products, civil lawsuits, Title VII actions and liability assumed under an insured contract (including the tort liability of another assumed in a business contract). The Coalition shall be named as the Certificate Holder on the Certificate of Liability Insurance.
16. Subgrantee agrees to identify the source of funding on all printed and electronic documents purchased or produced within the scope of this subgrant, using the current Coalition approved attribution statement that is applicable to the appropriate funding sources.
17. Subgrantees are required to report within 24 hours the occurrence of an incident that may cause imminent danger to the health or safety of the clients, participants, staff of program, or a visitor to the program [NAC 458.153 3(e)]
18. Subgrantee shall adhere to the requirements of the Federal Funding Accountability and Transparency Act, wherein it stipulates that programs are not eligible for funding unless they have a Dun and Bradstreet Universal Number System (DUNS) number and maintain current registration with the Central Contractor Registry (CCR).
19. Subgrantee agrees to comply with the following:
 - 1) Provide a copy of letters of engagement, audit reports and management letters within 10 days of receipt and acceptance by the organization's governing authority. This includes a copy of any corrective action resulting from discrepancies identified by the audit;
 - 2) Be a "smoke, alcohol, and other drug free" environment in which the use of tobacco products, alcohol, and illegal drugs will not be allowed;
 - 3) Have documentation on file verifying Nevada Repository and FBI background checks were conducted on all staff, volunteers, and consultants, if subgrantee serves minors with funds awarded through this subgrant;
 - 4) Adopt and maintain a system of internal controls which results in the fiscal integrity and stability of the organization, including the use of Generally Accepted Accounting (GAAP) principles;
 - 5) Comply with all applicable rules, regulations, requirements, guidelines, and policies and procedures contained within:
 - a. 45 CFR Part 74
 - b. OMB Circular A-133
 - c. Funding source requirements
 - d. All other federal rules related to federal funding
 - e. Chapter 458 of the Nevada Revised Statutes
 - f. Chapter 458 of the Nevada Administrative Code
 - g. Mental Health and Developmental Services

- h. Substance Abuse Prevention and Treatment Agency
- i. All applicable state regulations and policies, and
- j. All terms listed within this award

20. Any condition listed within the subgrant award that is not met may result in consequences such as the Coalition withholding payment of any request for reimbursement, disqualification of future funding, and/or termination of current funding.

Applicant Agency Signature/Title

Date

ATTACHMENT H
BUDGET REQUEST AND JUSTIFICATION FORM

Under separate document as budget is created in Excel